

Event zone

MEETING MINUTES 4

**Project code: EZ**

**Document code: EZ\_MeetingMinutes\_4\_v1.0**

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| Project Name | Event Zone | Project Code | EZ |
| Project Manager | VuPT | Secretary | HaNS |
| Date | 02/10/2015 | Time | 11h00 |
| Venue | Room 503 FPT University, Hoa Lac, Ha Noi | | |
| Subject | Report about work and update requirement | | |

Attendees

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| --- | --- | --- | --- |
| No | Name | Position | Attendance |
| 1 | Mr Tran Binh Duong | Supervisor |  |
| 2 | Phan Thanh Vu | Project Manager |  |
| 3 | Nguyen Sen Ha | Team Member |  |
| 4 | Nguyen Ngoc Duong | Team Member |  |
| 5 | Duong Thi Lan Anh | Team Member |  |
| 6 | Nguyen Van Cuong | Team Member |  |
| 7 | Nguyen Thi Chuong | Team Member |  |

AGENDA

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| 1. Review Project Introduction 2. Review Project Plan 3. Review Software Requirements Specifications 4. Technique 5. Review Database |

CONTENT

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| 1. Project Introduction  * Format : change from double to 1.5 lines. * Need to keep previous version for future comparing. * Change position of part 6.2 to above 6.1.  1. Project Plan  * Remove Billable Effort. * Change Used Effort to Using Effort.. * Definition Risk: Unwanted, uncontrollable situations that affects worse to project’s successful.   + Missing Feature: reason of risk “Quality is uncontrollable”.   + Project’s Successful Criteria: Schedule, budget, human resource, scope, quality. * Change “Request Change” to “Request Traceability Matrix”. * Change “Defect Estimation Strategy” to “Defect Estimation”.   + Calculate based on defined criterias. * Total Day in Manhour Estimation: Remove or change to “Average Effort”. * Add Acceptance Test to Test Strategy: Invite others to test.  1. Software Requirements Specifications  * Separate Nonfunctional and Functional. * Reallocate User Interface to each Use Case. * Remove Support Information. * Separate Layout of Screen. * Numbering each Screen.  1. Technique  * Objectives: Find a way to stream by smartphone. * Temporary Objectives: Upload video by smartphone.  1. Database  * Change “Gallery” to “Image”. * Give solution: Merging Video and Event Place. * ERD: Relations of admin and other entity models. |

CONCLUSION

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| 1. Project Introduction, Project Plan, Software Requirements System are reviewed. 2. Database and ERD are reviewed. 3. Define jobs for next week. |